



CAPITAL UNIVERSITY STUDENT GOVERNMENT ORGANIZATION SUPPORT GRANT APPLICATION

The Organization Support Grants are designed to enrich educational and student life activities. These funds are available to any recognized student organization seeking funds to implement and provide programs, activities, and service projects involving Capital University students on the Capital University Campus and in the State of Ohio. **All completed applications are due generally no later than three (3) weeks before an activity on request less than or equal to \$500.00 and generally no later than five (5) weeks before an Activity requesting above \$500.00. All Applications must be turned into the Student Government Office and or the Student Government Mailbox in the Student Activities Office (SAO).**

General Organization Support Grant Application Guideline

1. Grant funds are only available to student organizations recognized under the Student Activities Office (SAO) for service projects and activities. Capital University entities that are organizing service projects may also apply for this grant. This provision may be waived with approval from the Student Senate.
2. The maximum an entity can be awarded is eighty percent (80%) of total Activity expenses up to \$2,000.00. If an Activity is a service project or the primary beneficiary of the Activity is a third party non-profit charity, then an Organization Support Grant can cover one hundred percent (100%) of Activity costs. This provision may be waived with approval of the authorizing body.
3. Grants shall not be awarded to any organization who is conducting a fundraiser for their own personal benefit.
4. A post Activity report must be turned into the Student Government Office or the student government mailbox in the SAO within two weeks of an Activity, at which time funds will be reimbursed to the organization. Only under extenuating circumstance will funding be advanced for an activity. This does not mean the finance committee will approve funding once an activity has occurred.
5. All funding for an activity must be approved prior to the activity, no matter the manner of how the funds are to be dispersed.
6. The Finance, Planning, and Development receives many requests, therefore organizations need to apply early, following the general guidelines for due date closely as possible. (outlined above in bold)
7. Organizations requesting funds must abide by the laws and regulations set forth by Capital University, local municipality, state, and federal government.

Feel free to email Jed Cooper at jcooper3@capital.edu if you have any questions or concerns.

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Applicant Information

Name of Organization: _____

Are you recognized with the Student Activities Office? Yes No

Requestor's Name: _____ Position: _____

Box Number: _____ Email: _____

Cell Phone Number: _____ Advisor: _____

Number of Active Members: _____

Activity Information

Name of Activity: _____

Date of Activity: _____ Location: _____

Number of Capital Students expected to participate: _____

Program Budget

Activity Expenditures

Activity Requirement	Vendor	Cost
Beverages		\$
Food		\$
Decorations		\$
Entertainment		\$
Prizes		\$
Equipment		\$
Publicity		\$
Supplies		\$
Registration		\$
		\$
		\$
Total Cost		\$

Activity Income / Alternative Sources of Income

Source	Amount	Approval Status
	\$	
	\$	
	\$	
	\$	
	\$	
Total Income	\$	

Amount of Organization Support Grant Requested \$ _____

Activity Logistics

Is the Activity open to the whole campus? Yes No

Will you use any of the following methods to advertise your Activity? (See student handbook for rules)

- Banners in the P.O. Lobby (Banners need to be turned into the SAO by 5pm on Thursday)
Capnet (newmedia@capital.edu)
CSLD Newsletter (csld@capital.edu)
Daily Sheet (drussell@capital.edu)
Facebook/ Myspace
Faculty (Blackboard Announcements, In-Class Announcements)
Flyers (bring 48 to the Office of Residence Life and Housing two weeks before the Activity to be hung in the residence halls, also if hanging signs on campus, be sure to get them approved by tshaver@capital.edu)
PowerPoint in Main Dining Room (tshaver@capital.edu)
Sidewalk Chalk (email tshaver@capital.edu one week before chalking)
Table Tents (Table tents due in the SAO by Thursday the week before the Activity by 5 PM)
Tables in P.O. Lobby, reserve through conference services (mes@capital.edu)
The Chimes (chimes@capital.edu)
Other, Please Describe

Have you reserved the location and special equipment for this Activity? Yes No N/A

Have you submitted a set-up diagram for the location? Yes No N/A

Have you set-up the food service with Parkhurst? Yes No N/A

Are you co-sponsoring this Activity with any other student organizations, university departments, or community groups? If yes, who?

Two horizontal lines for text input.

Who will benefit from this Activity?

Two horizontal lines for text input.

Describe the Activity:

Three horizontal lines for text input.

Does your organization need an advanced disbursement of funds? Yes No

If yes, explain: Three horizontal lines for text input.

Are you requesting more than \$2,000? Yes No

If yes, explain: Three horizontal lines for text input.

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Are you requesting more than 80% of the activity's cost?

Yes

No

If yes, explain:

Upon signing below, I agree all information presented above is correct and accurate to my best ability. Be advised that if you provide any false information the funding from the grant will be in jeopardy. Furthermore, I agree my organization will abide by the laws and regulations set forth by Capital University, local municipality, state, and federal government for this Activity. If this creed is broken, your organization shall be referred to the judiciary branch at which time any penalties will be determined.

Applicant's Signature

Organization Advisor's Signature

For Office Use Only

Date Received: _____
Finance Hearing Date: _____
Finance Recommendation: _____
Senate Session Date: _____
Senate Recommendation: _____
Received Receipts: _____
Funds Transferred: _____

Waiver's granted

Organization Type _____ (Issued by Student Senate)
Fundraising _____ (Issued by Finance Committee)
Grant Limitation _____ (Issued by Student Senate)
Organization Commitment _____ (Issued by Finance Committee)
Advance Disbursement _____ (Issued by Finance Committee)